

INDIVIDUAL INCOME TAX KO/DO ADJUSTMENT SYSTEM

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|---|---|--------------------------------|----------|--|
| REAAS09A | DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM | | 01/23/06 | |
| ADD | USER APPLICATION PROFILE | | | |
| IIT02 | INDIVIDUAL INCOME TAX KO/DO ADJUSTMENT SYSTEM | | | |
| USER ID: REV0000 | | USER NAME: JOHN Q SMITH | | |
| MODEL: _____ | | | | |
| ORG GRP: _____ | | | | |
| TYPE TAX: 001 | | | | |
| PREPARER: _____ | | | | |
| APPROVER 1: _____ | | | | |
| APPROVER 2: _____ | | | | |
| USER ID _____ OR NAME _____ ADD _____ INQ _____ UPD _____ DEL _____ | | | | |
| APPLICATION ID _____ USERID _____ ADD _____ INQ _____ UPD _____ DEL _____ | | | | |
| PFKEYS: 1-MAIN MENU 2-RETURN 11-HELP | | | | |
| ** Fields in RED are REQUIRED Fields | | | | |
| ** Fields in BLUE are POPULATED Fields | | | | |

ORG GRP:

The Revenue organization group to which the user belongs.

01 - Division of Individual Income Tax

03 - Division of Operations

PREPARER:

"Y" indicates the employee **IS** authorized to PREPARE a kickout/dropout.

"N" indicates the employee is **NOT** authorized to PREPARE kickout/droupout.

The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER1:

"Y" indicates the employee **IS** a first level approver.

"N" indicates the employee is **NOT** authorized to be a first level approver.

The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

APPROVER2:

"Y" indicates the employee **IS** a second level approver.

"N" indicates the employee is **NOT** authorized to be a second level approver.

The Preparer, Approver 1 and Approver 2 fields cannot all be populated with the same letter.

See Section 4, Page 8 for detailed descriptions of Mini Menus.